

Vaccine Data Dashboard Access Request For Local Health Entities

Job Aid

Updated 2/16/2021



TEXAS
Health and Human
Services

Texas Department of State
Health Services

Overview

- **Purpose**

- The following slides outline the process of requesting new access to the COVID-19 Vaccine Data Dashboard for Local Health Entities.

- **Audience**

- Local Health Entities and select local public health groups affiliated with a Public Health Entity or local government



Texas Department of State
Health Services

Application Access Steps: VAOS Dashboard



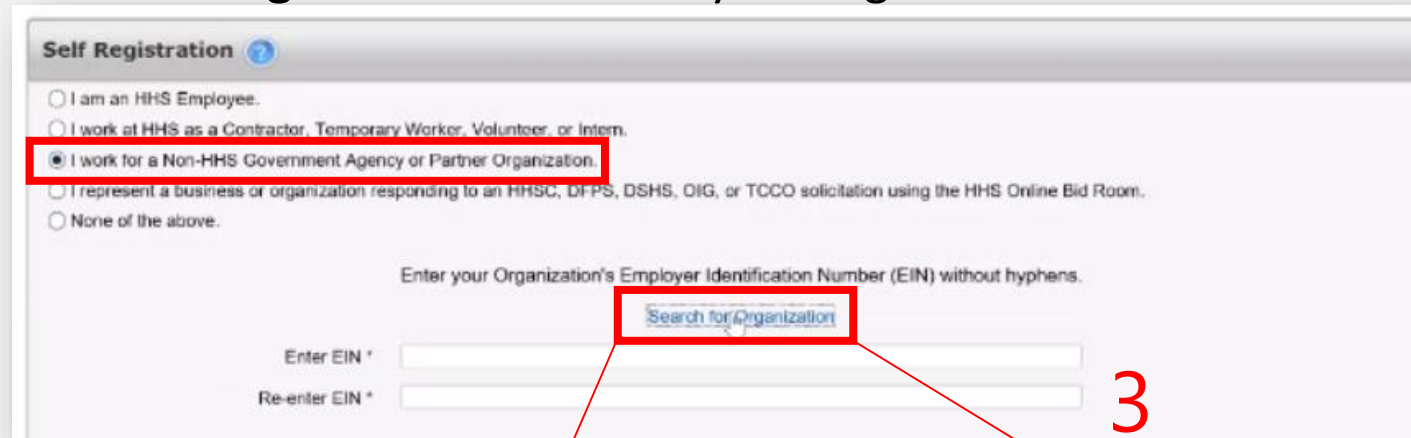
Step 1: Login or Register

1. Navigate to the HHS Enterprise Portal <https://hhsportal.hhs.state.tx.us>
 - 1a. If you have an existing HHS Portal account, login (**Skip to Slide 7 – Navigate to Manage Access**).
 - 1b. If you do not have an account, click **Register** and continue with Step 2 below.
2. Select the third option, “**I work for a Non-HHS Government Agency or Partner Organization.**”
3. Enter your **EIN** (Tax ID) or click **Search for Organization** to locate your organization.

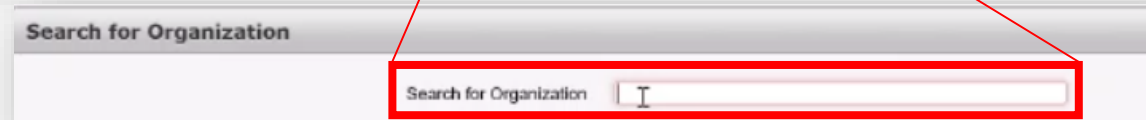


1b

2

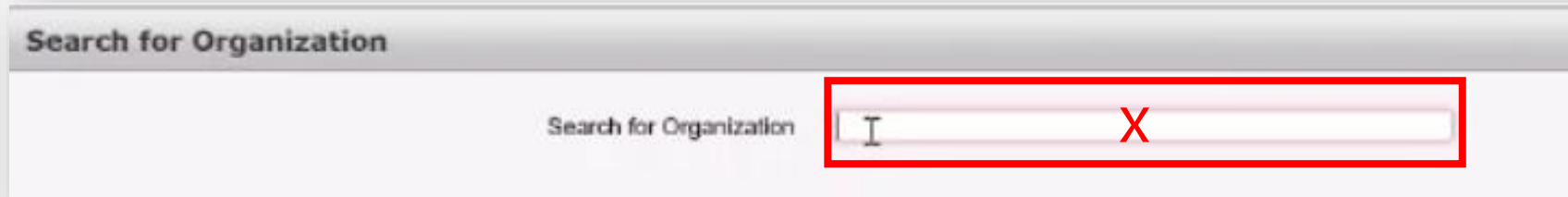


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Need Assistance?

- If you cannot find your entity in the HHS Portal, have issues, or have questions about the process please contact Seth Henderson (seth.henderson@dshs.texas.gov) for assistance.




The image shows a screenshot of a web application's search bar. The search bar has a grey header with the text "Search for Organization". Below the header is a white input field. To the left of the input field is a small grey icon of a magnifying glass. To the right of the input field is a red "X" icon, indicating an error. The input field is highlighted with a red rectangular border.

- For access and login issues, please contact the HHS Consolidated Help Desk at 512-438-4720 or 855-435-7181.

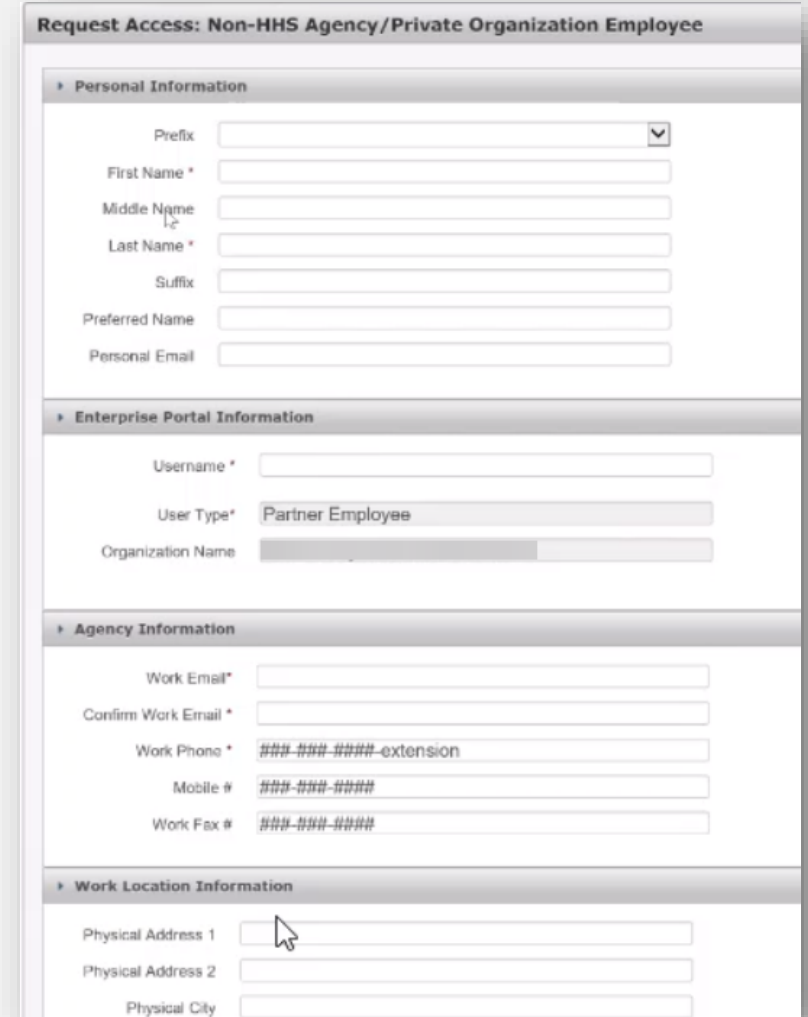
Step 2: Complete Registration

4. Enter required fields on the next page. Click **Next** on the bottom of the page. Your request will be submitted to Seth Henderson (seth.henderson@dshs.texas.gov) for approval, which usually happens within one business day.
5. Once approved, you will get an email with a username and temporary password. Login to the HHS Enterprise portal and reset your password to complete your registration.



The image shows a 'Sign In' form. It has fields for 'Username' and 'Password'. Below the password field is a blue 'Sign In' button, which is highlighted with a red rectangular box. To the right of the button are links for 'Forgot Username?' and 'Forgot Password?'. Below the sign in section, there is a link 'New to the portal?' and a blue 'REGISTER' button with a play icon. At the bottom, there is a link 'Click here to sign Acceptable Use Agreement (AUA)'.

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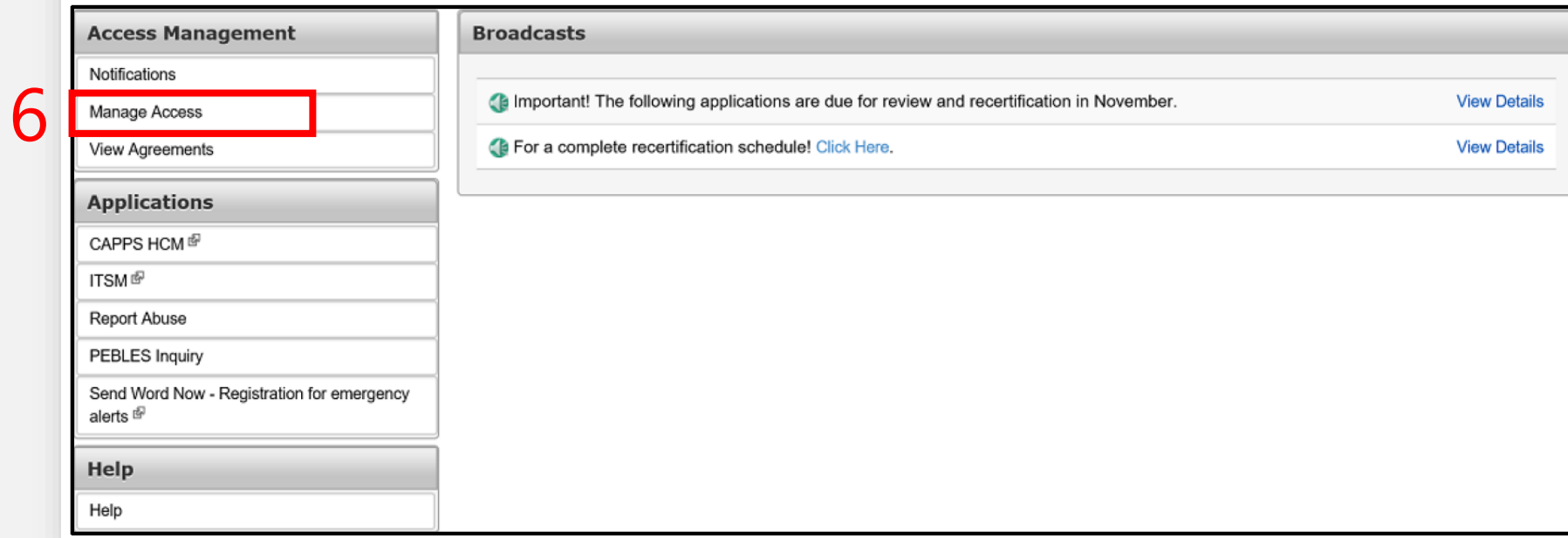
The image shows a registration form titled 'Request Access: Non-HHS Agency/Private Organization Employee'. It is divided into several sections: 'Personal Information' (Prefix, First Name, Middle Name, Last Name, Suffix, Preferred Name, Personal Email), 'Enterprise Portal Information' (Username, User Type, Organization Name), 'Agency Information' (Work Email, Confirm Work Email, Work Phone, Mobile #, Work Fax #), and 'Work Location Information' (Physical Address 1, Physical Address 2, Physical City). A mouse cursor is pointing at the 'Physical Address 1' field.

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Step 3: Navigate to Manage Access

6. Once logged in, navigate to **Manage Access**.

Figure 2. Enterprise Portal Dashboard



Step 4: Select VAOS Dashboard Application

7. Use the search filters in the **New Access** pane to locate **VAOS Dashboard (Tableau access for LHD)**. As you select items, they appear on the bottom right of the screen.
8. Click **Next** when you have finished making your selection to open the **Review Order** page.

The screenshot shows a 'Select Items' dialog box with two main sections: 'Existing Access' and 'New Access'. The 'Existing Access' section contains a table with four items: SCOR, ITSM, Salesforce - THT, and PMRS. The 'New Access' section is highlighted with a red box and contains a search bar with the text 'VAOS' and a single result: 'VAOS Dashboard (Tableau access for LHD)'. A red number '7' is placed to the left of the 'New Access' section, and a red number '8' is placed to the right of the 'Next' button at the bottom right of the dialog box.

Access Name	Description	Username
<input type="checkbox"/> SCOR	System of Contract Operation and Reporting	
<input type="checkbox"/> ITSM	Remedy On Demand	
<input type="checkbox"/> Salesforce - THT	Texas Health Trace	
<input type="checkbox"/> PMRS	Project Management and Repository System	

Access Name	Description
<input type="checkbox"/> VAOS Dashboard	VAOS Dashboard (Tableau access for LHD)

Cancel Next



Step 5: Add Information Required

9. Select **Information Required** in the item's row to provide more information.

Review Order

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Empty Cart

Item Name	Request Type	Submitted For	Status	
VAOS Dashboard	New Access			<div>Information Required</div> 

Return To List

Submit Order

Step 6: Select Region(s)/Sub-Region(s)

10. Select your associated Region(s) and Sub-Region(s) under the dropdowns to gain visibility into specific jurisdictions. Mark the checkbox for **LHD** and click **Next**.
 - If you are not familiar with your region or sub-region, click the blue **Help ?** Icon near the page title to perform a key word search.

Provide Information: VAOS Dashboard (Tableau access for LHD) (VAOS Dashboard)

Complete the following information before submitting your request:

Region *
Select One
REGION 1
REGION 2/3
REGION 4/5N
REGION 6/5S
REGION 7
REGION 8
REGION 9/10

Role *
☒ LHD

Character length is 250)

Help

Search:

Region	Sub Region	Counties
REGION 2/3		Taylor
REGION 1		Potter, Randall
REGION 9/10		Andrews
REGION 4/5N		Angelina
REGION 7		Travis



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Step 7: Review & Submit Order

11. Read and check beside the confirmation message after you have finished adding the required information for the item in your cart. Click **Submit Order**.

Review Order

Empty Cart

Item Name	Request Type	Submitted For	Status	
VAOS Dashboard	New Access		 Information Required	

Return To List

Submit Order

Step 8: Await Approval for Access

12. After you submit your order, a confirmation message will open with your **Order Number**. Your request will go through the approval process.
13. Once approved by DSHS (Seth Henderson), you will get an encrypted email with a temporary password. You will receive an update to your request(s) within ten business days.

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From: identitymanagement@hhs.state.tx.us [mailto:identitymanagement@hhs.state.tx.us]
Sent: Thursday, February 4, 2021 5:12 PM
To: [REDACTED]
Subject: Request Submitted: Access to VAOS Dashboard

Hi,

The following request has been submitted.
Please review the details below:

Request for: [REDACTED]
Requested by: Self
Application: VAOS Dashboard
Status: Waiting for Approval from Supervisor
Request Type: Add

You will receive a new status within **ten** calendar days. If you have any questions regarding how to complete this action, please review the HHS Enterprise Portal Web Help <https://hhsportal.hhs.state.tx.us/helpGuide/Master/Content/Home.htm> and FAQs <https://hhsportal.hhs.state.tx.us/iam/portal/Home/portalHome/footer?fromFooter=faq>. For further help or if you believe you have received this email in error, notify the Help Desk at 512-438-4720.

Thank you,
HHS Enterprise Identity and Access Management

Please note: Replying to this email will not be considered as approval/rejection for this request. Any such emails sent to this address will be ignored.

Questions?

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